

Sample To-Do List

Provided by The Venue at Birchwood

- Set date for wedding
- Create Budget based on style of wedding you want
- Determine guest count
- Select bridal party
- Begin wedding dress shopping and purchase accessories
- Have engagement pictures made
- Reserve your date at The Venue at Birchwood
- Book other vendors (caterer, photographer, videographer, band/dj, florist, officiant, planner, officiant)
- Schedule tastings/vendor meetings and confirm contacts to be sure communication is clear
- Send save the dates
- Compile guest list with names and addresses
- Attend a The Venue at Birchwood open house
- Select bridesmaid/groomsmen attire
- Select music for ceremony/reception
- Order invitations, programs, etc.
- Reserve rental items for ceremony and reception
- Purchase wedding rings
- Finalize honey moon arrangements
- Arrange night of accommodations for you two (book room block)
- Order wedding cake
- Make sure out of town guest have hotel selections
- Reserve transportation (to and from ceremony)
- Discuss wedding shower/party dates
- Buy gifts for bridal party, parents, fiance
- Select ceremony readings and vows
- Determine and discuss wedding day responsibilities
- Purchase wedding extras (favors, guest books, signs, etc.)

- Mail invitations
- confirm honeymoon/ travel plans
- Have final fitting for your gown and pick up rings
- Get marriage license
- Plan seating arrangement
- Make sure band/dj have playlist and know of any important requests
- Organize all tips + gratuity
- Put someone in charge of transporting gifts and decorations at the end of the evening
- Submit new address to post office and get papers in for name change
- Give photographer and videographer “must have shots”
- Submit final guest count to caterer and venue
- Review all details (time, place, contact name, where to set up) with all vendors
- Write thank you notes as you receive gifts and for parents on day of wedding
- Arrange wedding day essentials
- Make sure all tickets and papers are printed off and ready for honeymoon
- Pack things up for venue
- Have marriage license
- Rehearse wedding ceremony
- Give Bridal party/parents their gifts
- Get the best night of sleep
- Enjoy your special day and magical honeymoon
- Send thank you notes and write vendor reviews